



AGR VACANCY ANNOUNCEMENT

**HUMAN RESOURCES OFFICE
ALASKA ARMY NATIONAL GUARD**

**PO Box 5800
FORT RICHARDSON, ALASKA 99505-0800**

ANNOUNCEMENT NUMBER:

AGR
AR 04-31

OPENING DATE:
28 September 2004

CLOSING DATE:
27 October 2004

POSITION DESCRIPTION:
DET READINESS NCO
31U

GRADE:
Minimum: E-3
Maximum: E-5

OPEN FOR FILL:



STATE



NATIONWIDE

UNIT OF ACTIVITY/DUTY LOCATION:
HHC, 1ST BN, 297TH INF
NOME, AK

CURRENT AK ARNG OPENINGS:
INTERNET ADDRESS:
<https://55.1.6.189/hro/hro.htm>

MILITARY ASSIGNMENT:
HHC, 1ST BN, 297TH INF
NOME, AK

EVALUATION FACTORS USED:
Review of individual applications and/or
personal interviews

WHO MAY APPLY: ZONE 1 and 2

- ZONE 1. On-board AK ARNG AGR members. Must have held current duty position for minimum of 18 months.
ZONE 2. All Alaska Army National Guard members

All applications will be accepted, however, first consideration will be given to current on-board AGR members (Zone 1) of the AK ARNG. Applicants must meet Chapter 3 physical standards IAW NGR 40-501 and AR 40-501. Soldiers must meet initial eligibility requirements of AR 135-18, Table 2-1. In the grade of Staff Sergeant (E6) or above, must possess the required grade and military occupational specialty (MOS) authorized for the AGR duty position. In the grade of Sergeant (E5) or below, must have the potential to become qualified in the MOS authorized in the first 12 months or be released from AD/FTNGD.

HOW TO APPLY: Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may not be used in submitting applications. Qualified applicants may submit or mail applications as described to the address located at the upper left corner of this announcement.

APPLICATION PROCEDURES: All applications must be signed and dated with original signature. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided. **Incomplete application package received will not be considered and will be returned.**

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position) **(NO BINDERS/DOCUMENT PROTECTORS)**
2. Most recent SF 88 and SF 93 or DD Form 2807-1/2808 (Report of Medical Examination), if report is over 6 months, a valid annual medical certificate (DA Form 7349-R) must be attached
3. Full-length photograph in Class A uniform (current within 12 months)
4. Copy of DA Form 2-1/(ERB) or Report of personnel military service history
5. Copies of the last five NCOER
6. NGB Form 23, NGB Form 23b (RPAS Statement-For NG Only) or DD Form 1506 (Statement of Service-For Active Component Only)
7. DA 705, APFT Scorecard, current within 12 months and if applicable DA Form 5500-R/5501-R
8. Copy of PQR (Personnel Qualification Record) SIDPERS generated report for ARNG only
9. Copy of all DD Form 214 and if applicable current AGR orders
10. Copy of current drivers license (must be valid)
11. Security clearance verification memorandum from Personnel Security Manager

QUESTIONS: Call AGR Manager, COM (907) 428-6242, DSN (317) 384-4242 or COM (907) 428-6458 or DSN 384-4458

SELECTING SUPERVISOR: MAJ Gary W. Curtiss

Duties: Supports the Battalion in day to day functions in support of the company and battalion objectives. Coordinates and schedules medical appointments for unit members. Maintains leave control log. Responsible for providing daily assistance relating to the preparation, tracking and management of the AGR and IDT travel budget. Prepares and submits all pay requests through an automated pay system i.e., DA Form 1379, AT, ADSW performance and AGR changes. Provides timely financial reports to the USPFO. Assists in the administration of Unit Fund. Advises command on administrative and pay matters. Serves as the central point of contact for authoritative information on a variety of administrative subjects. Maintains the MARKS file system. Maintains appropriate level of blank forms and publications. Has a working knowledge of all office machines. Processes and distributes incoming and outgoing distribution. In-processes all accessions. Prepares and submits separation actions. Provides assistance in the transition of interstate transfer. Provides support in processing deployment and payroll of personnel for State active duty. Responsible for the submission and reviews all SIDPERS data for accuracy. Attends all training events as directed by the commander. Conducts training as required. Requests assistance and support from higher Headquarters as required. Provides assistance and guidance in the preparation for a successful drill and training events. Drafts training schedules for approval and other memorandum which comply with directive and publications of higher Headquarters. Establishes and maintains TASC account, TEC tapes, Unit TEC Training Center and related audiovisual equipment. Prepares and submits requisitions for training aids, films, and other material to support unit training. Picks up, delivers, and returns training materials as appropriate. Coordinates requests for vehicles and mobilization and readiness requirements. Prepares applications for Army Service Schools and Army Extension of Courses (ACCP), monitors the maintenance of unit training records. Travels to training sites of unit in advance to draw or sign for training areas, ranges, and required training equipment. Prepares and submits request for training areas and ranges. Serves as ammunition manager for the unit. Coordinates ammunition requirements through the ammunition manager at higher headquarters. Prepares and disseminates unit OPLANS/OPORDS. Prepares and submits all training related reports, training charts, schematics, and graphs as required. Responsible for the development of the unit's Tactical/Field SOP, monitoring the units RMA program, coordinating training and testing of unit personnel with the Test Control Officer (TCO) when required. Provides leadership and supervision if serving as the senior member of the unit's FTUS work force. Maybe required to attend special schools and/or conferences which support higher headquarters training program objectives. Performs additional duties as required.

Special Announcement Criteria: Due to restrictions in assignment to certain units and MOS, this position is closed to women.

Minimum Eligibility Criteria: Must be a member of the Alaska Army National Guard. Must be able to serve at least 5 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date. Must meet medical standards prescribed by AR 40-50. Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. Must have current Alaska Drivers License.

INSTRUCTIONS TO COMMANDERS and SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the selecting supervisor or HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.

REQUEST

-----Original Message-----

From: Farris, Vince T MSG

Sent: Wednesday, September 22, 2004 2:51 PM

To: Matthews, Dave MSG

Subject: FW: Advertisement

Please readvertise AR 04-019 nation wide

Thank you

-----Original Message-----

From: Andrews, Leonard LTC

Sent: Wednesday, September 22, 2004 2:00 PM

To: Farris, Vince T MSG

Subject: RE: Advertisement

Vince, Do what you got to do...and yes, you can go nation wide (but as with GMD, lets make sure folks look at a MAP first ;-)

Hooah!

LTC Chip Andrews

Commander, 1-297th Infantry Battalion

Pouch 490, Nome, AK 99762

(907) 443-6276

chip.andrews@us.army.mil

-----Original Message-----

From: Farris, Vince T MSG

Sent: Wednesday, September 22, 2004 1:10 PM

To: Andrews, Leonard LTC

Subject: Advertisement

Sir-

I am having trouble getting an updated duty description and am running out of time to rewrite it-

Do you want me to re-advertise the old one? Also let me know if you are okay with nation wide-

Later

MSG Farris